

# Minutes

**August 12, 2013**

**2:00 to 4:00 pm**

**Founders Hall, Rm 174**

**View the agenda and attachments at:**

<http://outcomesassessment.sites.mjc.edu/index.php>

**Members Present:** Kathleen Ennis, Brian Sanders, Nita Gopal, Lorena Dorn, Heather Townsend, Milan Motroni, Bill Kaiser, Mark Anglin, Steve Collins, Paul Muncy, Gerald Wray, Patrick Bettencourt, Cecelia Hudelson-Putnam, James Dorn, James Todd

**Members Absent:** Amanda Schnoor, Beth Bailey, Bonnie Hunt, Charles Mullins, Gloria Coats, Pedro Mendez

**Others Present:** Kathy Haskin (Administrative Technician for the Academic Senate),  
H. Townsend (Accreditation/Assessment Process Specialist)

## **I. DISCUSSION AND ACTION ITEMS**

### **1. OAW Structure/Workflow 2013 (2<sup>nd</sup> reading, in manual)**

The group discussed the new OAW structure and workflow, and agreed that including Deans and Faculty would improve conversations inside and outside of divisions.

The proposed membership can be seen here:

<http://www.mjc.edu/facultyinformation/acadsenate/oawchargeandmembership1.pdf>

M/S/C ( P. Muncy, K. Ennis) to approve the OAW proposed membership.

### **2. OAW Charge (2<sup>nd</sup> reading, in manual)**

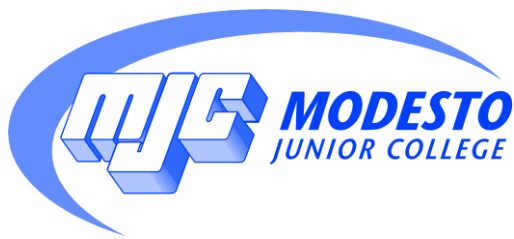
The group discussed the new OAW Charge, and agreed that the new charge worked well in terms of accommodating the new MJC Council structure, and still kept OAW as a work group of the Academic Senate.

The proposed OAW Charge can be seen here:

<http://www.mjc.edu/facultyinformation/acadsenate/oawchargeandmembership.pdf>

M/S/C ( M. Motroni, K. Ennis) to approve the OAW proposed membership.

### **3. OAW Meetings**



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The future meeting dates were discussed and came to a consensus that the first Friday of each month is the best for everyone.

Sept 6 is Curriculum Training Day, and they would like them (OAW) to go to early Curriculum Training regarding Curriculum and CLO Process. A time will have to be coordinated for that date.

The other dates are Oct. 4, Nov. 1, and Dec. 6, 12:30 – 2:30 pm.

#### 4. SLO and Assessment Handbook Progress

The progress of the Handbook is all the way thru GELOS, Page 28, the plan is to have the draft done within the next couple of days and will send it to OAW Work Group.

The group discussed the likely possibility or recommending the handbook.

J. Todd recommended discussing the CLO-PLO-GELO-ILO Assessment, Program Review, and Curriculum Five Year Cycle. The group went over the slight modification in scheduling. Disciplines will have to modify their assessment cycles, and it would mostly be one semester that needed switching around.

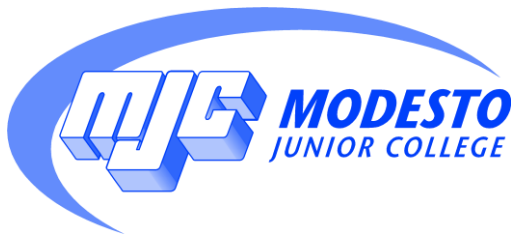
The group discussed that this is a great accomplishment for the work group, institution, and student success linking everything (assessment, curriculum program review) into a five 5 process, with taking 1 year off for PLO assessment and curriculum.

The cycle can be seen here:

<http://www.mjc.edu/facultyinformation/acadsenate/assessmentprcurriculum5yearcycle.pdf>

M/S/C ( N. Gopal, K. Ennis) to approve a slight modification to the 5 year cycle.

On Page 11 of the handbook, J. Todd would like the work group to consider these for curriculum committee review—for them to look at the process for CLO update, curriculum update to CLO modification.



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On Page 20, discussion took place regarding PLO's. New programs are being reviewed, but there is no PLO update approval stream in the system, and the group recommended that the SLO Coordinator and Curriculum Chair discuss the best possibilities for PLO Updating.

There was a discussion regarding the catalog. Some narratives need to be reviewed, and a team is needed to look at and review the narratives and the PLOs over the course of the year to see if there are any modifications faculty might consider.

It was also mentioned that there is a new module in Datatel called "Student Planning". It allows the student to check their major, then courses and descriptions in the degree/major are shown. What seemed necessary is a template of what courses should be in it. The template should be consistent, and would have the description of program, and the PLO after it. This would be a success for students!

It was recommended to accept the following models on page 11 and page 20 of the draft handbook, with exception that the PLO Update section (the top of page 20) to be discussed between the Curriculum Chair and the SLO Coordinator and worked out before being sent on to the Curriculum Committee:

***How can CLOs be modified or changed to make them better?***

CLOs should be periodically examined throughout the assessment and curriculum update processes. If faculty agree on modifications, changes can occur in two ways.

***CLO Update.*** If the course outline of record does not need any changes, faculty can perform a CLO "update" inside of CurricUnet. The process begins with launching a "CLO Update," followed by a review by a member of the OAW (faculty representative or dean), review by the OAW, review by the Curriculum Committee, and then finalized for use by the SLO Coordinator. The CLOs are posted publicly in PiratesNet through Datatel and ready for assessment by faculty in CurricUnet.



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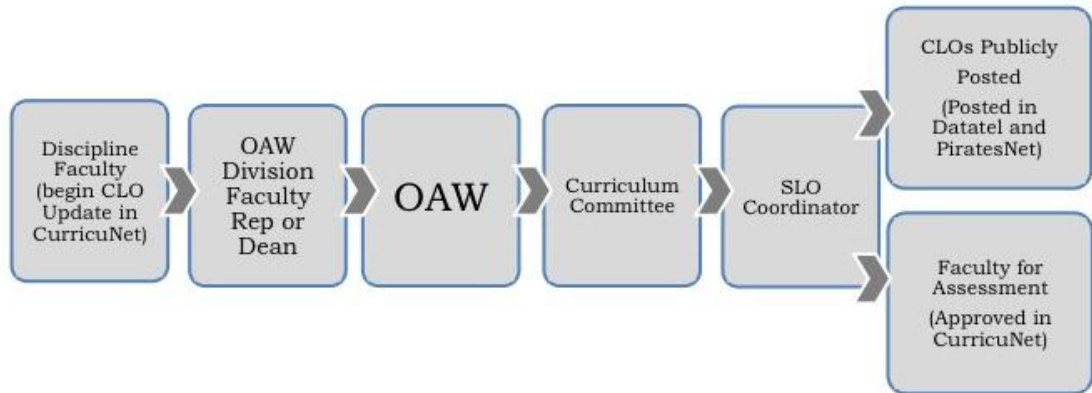
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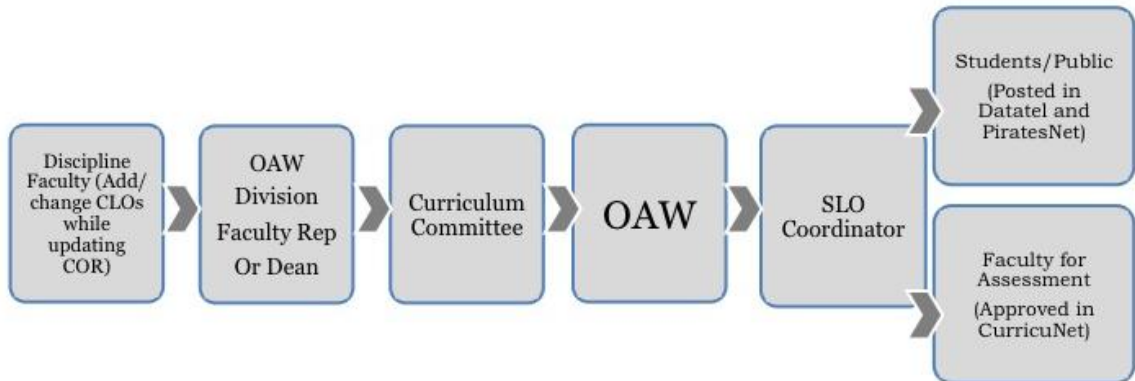
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**Curriculum Update with CLO modification.** Discipline faculty must perform a “curriculum update,” or review and submission of an updated course outline of record (COR) every five years. During this process, faculty must affirm or modify their corresponding CLOs inside of CurricuNet. This process begins with launching a “COR Update,” followed by a review by a member of the OAW (faculty representative or dean), review by the Curriculum Committee, review by the OAW, and then finalized for use by the SLO Coordinator. The CLOs are posted publicly in PiratesNet through Datatel and ready for assessment by faculty in CurricuNet.



**PLO Update.** If the program of record does not need any changes, faculty can perform a PLO “update” inside of CurricuNet. The process begins with launching a “PLO Update,” followed by a review by a member of the OAW (faculty representative or dean), review by the OAW, review by the Curriculum Committee, and then finalized for use by the SLO Coordinator. The PLOs are posted publicly online and in the next catalog, as well as ready for assessment by faculty in CurricuNet.



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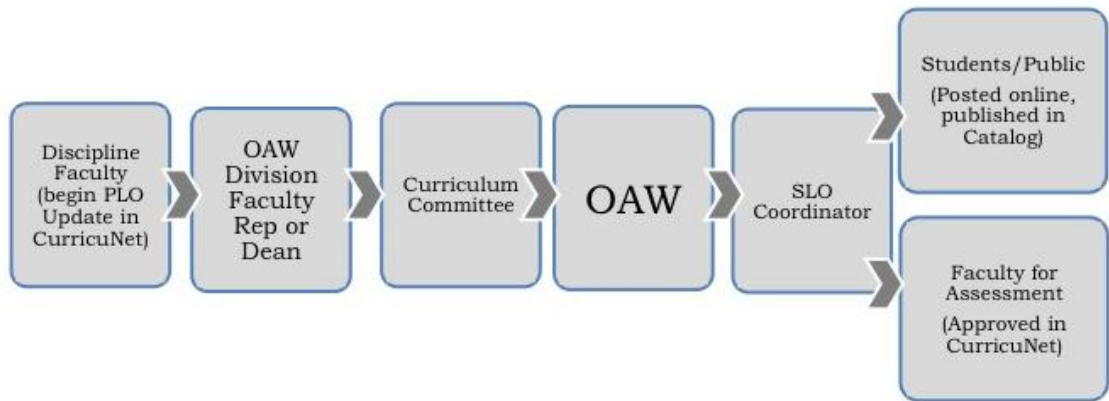
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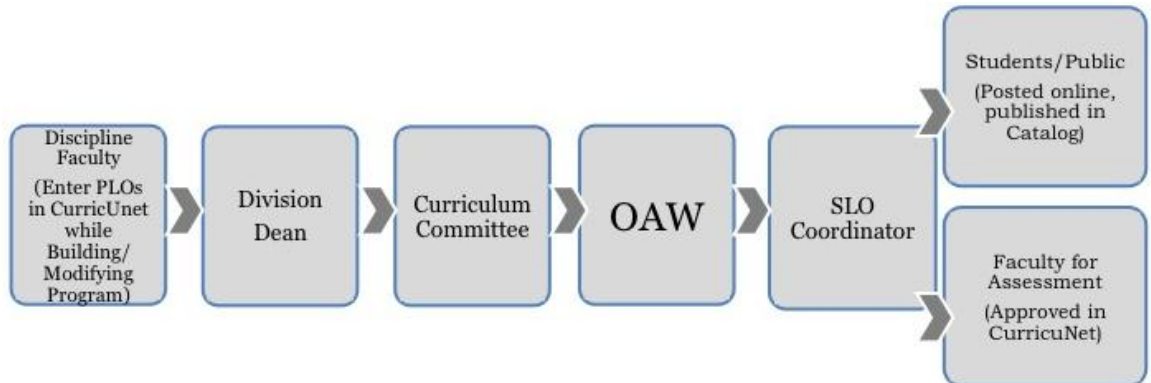
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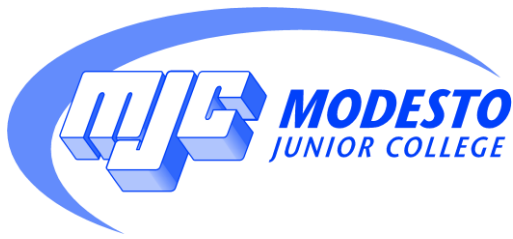
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***PLO input or modification through Program Building or Updating.*** Discipline faculty must perform a “program update,” or review and submission of an updated program outline every five years. During this process, faculty must affirm or modify their corresponding PLOs inside of CurricuNet. This process begins with building or modifying a program, followed by a review by a division dean, review by the Curriculum Committee, review by the OAW, and then finalized for use by the SLO Coordinator. The PLOs are posted publicly online and in the next catalog, as well as ready for assessment by faculty in CurricuNet.



M/S/C ( P. Muncy, K. Ennis) to approve the models on page 11 and page 20, with the exception that the PLO Update model be discussed between the SLO Coordinator and the Curriculum Committee Chair and modified if necessary before the models move on to the Curriculum Committee for approval.



## Outcomes Assessment Work Group

# Minutes

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### 5. PLO Assessment/Discipline Matrix Updates

J. Todd is meeting with the Web Developer on Thurs., Aug. 15 regarding the Outcome Assessment website and updating. All matrixes and schedules will be housed there for easy locating. Divisions will be able to keep up with their assessments easier. Some schedules need updating due to the slight modifications the 5-year assessment-program review-curriculum process, and these can be handled in the first month or so of the semester.

### 6. CurricUNET Report

There are some discrepancies between CurricUNET and Pirates Net in terms of CLOs, and the mistakes are in the process of being found. Sheets will be given to the reps, that have been put together from CurricUNET and Pirates Net, and they need to figure out the issues and bring them back. Each division will get a stack of these for their division.

### 7. "Assessment Day"

The campus-wide annual Student Learning Outcomes and Assessment Day is scheduled for August 20. The group discussed the following schedule, attendance and the descriptions for the event.

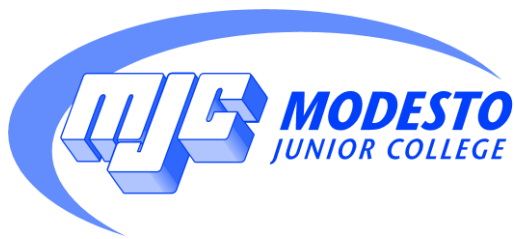
**Modesto Junior College  
Annual Student Learning Outcomes and Assessment Day  
Tuesday, August 20, 2013**

#### **Outcomes Assessment Work group (OAW) Meeting**

Time: 9:30 am – 10:30 am, Total Flex Hours: 1 hr., FLEX# 5035

Location: Forum 102

Special meeting of the Outcomes Assessment Work group. The OAW will discuss the new SLO and Assessment Handbook, goals for the 2013-2014 academic year, and welcome new members.



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### **PLO and GELO Spring Assessment Pilots Discussion**

Time: 10:30 am – 12:00 pm, Total Flex Hours: 1.5 hr., FLEX# 5013

Location: Forum 102

Disciplines that completed pilot versions of the new Program and General Education Learning Outcomes Assessment will discuss the process, their findings, and ways to continue improving MJC PLO and GELO assessment.

### **SLOs, Assessment, and Program Review:**

#### **A Dialog About Program Improvement, Student Success, and Our Current Cycle**

Brown Bag Lunch, 12:00 pm – 1:00 pm, Total Flex Hours: 1 hr., FLEX# 5036

Location: Staff Dining Room

Staff, faculty, students and administrators are welcome to bring a lunch and learn about the 5-year process of SLO Assessment at the college, and how this cycle is centered on student success and continuous quality program improvement at MJC.

### **SLO Assessment Advising: A Hands-On Workshop for Faculty**

Time: 1:30 pm – 4:30 pm, Flex Number: FLEX# 5037

Location: 206 Ansel Adams, West Campus

Have a question about SLOs or assessment? Need to initiate a course or program SLO modification to improve your authentic assessment? This hands-on workshop is designed for individual instructors or complete faculty departments, who will receive one-on-one consultation with an Outcomes Assessment Work group member who can help with all aspects of design, modification or assessment of SLOs. The focus will be on helping with designing, modifying or assessing SLOs. Reserving a time-block is appreciated, but not necessary (please email Kathy Haskin at [haskink@mjc.edu](mailto:haskink@mjc.edu)); walk-ins happily accepted between 1:30 and 4:30.

Meeting Adjourned 4:00 pm

8. Next Meeting: Tuesday, August 20, 2013, 9:30am-10:30am, Forum 102